



CITY OF HOUSTON

Solid Waste Management
Department

Interoffice

Correspondence

To: SWMD Employees

From: Office of the Director

Date: April 24, 2019

Subject: Operational Procedures and Directives

Thank you to those employees who continually work hard every day to ensure that solid waste collection is handled in a manner that is safe, efficient and environmentally sound. The Department appreciates your dedication and hard work.

As one of the largest service departments in the City of Houston with over 450 employees, it is important that we follow all departmental policies and procedures to ensure that we continue proudly serving the citizens of Houston. Unfortunately, it has come to my attention through surveillance video that an employee may have disposed of the recyclable materials collected from the green containers into the landfill or transfer station. The Department of Solid Waste Management does not condone this action. All recyclable material collected from the green containers must be taken to the recycling center for processing. Please be advised that failure to adhere to this directive will result in immediate disciplinary action.

Sincerely,

A handwritten signature in blue ink that reads "Carolyn M. Wright".

Carolyn M. Wright, Deputy Director
for
Harry J. Hayes, Director